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Oyster Bay-East Norwich Central
School District And Oyster Bay-E
Norwich Faculty Council

AGREEMENT

BETWEEN

OYSTER BAY-EAST NORWICH CENTRAL SCHOOL DISTRICT

- AND -

OYSTER BAY-EAST NORWICH FACULTY COUNCIL

JULY 1, 2001 - JUNE 30, 2005

RECEIVED

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**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

AS OF 10/18/02

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PREAMBLE

Pursuant to Article 14 (Chapter 392 of the Laws of 1967, Public Employees Fair Employment Act) of the New York State Civil Service Law, the Oyster Bay-East Norwich Central School District hereby adopts the following agreement covering recognition of a teacher organization and the methods by which negotiations shall take place with said organization.

The School District and Faculty Council firmly believe that the primary function of the School District and its professional staff is to assure each boy and girl attending the Oyster Bay-East Norwich Public Schools the highest level of educational opportunities obtainable.

The School District and the Faculty Council believe that the objectives of the educational program are realized to the highest degree when mutual understanding, cooperation, and effective communications exist between the School District and its professional staff.

ARTICLE I ACADEMIC FREEDOM

The School District and the Faculty Council agree to make every effort to maintain an atmosphere of academic freedom in the schools.

ARTICLE II ADMINISTRATION, ASSOCIATION BOARD PROCEDURES

- A. Negotiating Teams: The School District's Team will meet with representatives designated by the Faculty Council for the purpose of discussion and reaching mutually satisfactory agreements.
- B. Commence Negotiations: Upon request of either party for a meeting to commence negotiations for subsequent years, a mutually acceptable meeting date shall be set up no more than fifteen (15) days following such a request. In any school year, such a request shall be made on or about November 1, but no later than December 1. The first meeting is to be held no later than December 15.

All issues proposed for discussion shall be submitted in writing by the Faculty Council to the School District's Team at the first meeting. The School District shall submit in writing to the Teacher's Team all additional issues upon which it wishes to negotiate at the same time. Both parties may submit additional issues for negotiations no later than the second meeting.

The second meeting and all necessary subsequent meetings shall be called at times mutually agreed upon by the parties.

- C. Negotiations Procedures: The School District's team shall meet at such mutually agreed upon places and times with representatives of the Faculty Council for the purpose of effecting a free exchange of facts, opinions, proposals and counter proposals in an effort to reach mutual understanding and agreement.

Following the initial meeting as described in Section B above, such additional meetings shall be held as the parties may require to reach an understanding on the issue(s) or until an impasse is reached.

At the beginning of negotiations "ground rules" concerning the day, time, length of, and the conduct of meetings shall be mutually agreed upon. Meetings shall be held at such times as recognizes the other responsibilities of all parties concerned.

- D. Exchange of Information: Both parties shall furnish each other, upon request, all readily available information reasonably pertinent to the issue(s) under consideration.
- E. Consultants: The parties may call upon consultants to assist in preparing for negotiations, and to advise them during conference sessions. The expense of such consultants shall be borne by the party requesting them. Prior notice shall be given by each intention to bring a consultant to a conference session.

ARTICLE III AREAS FOR DISCUSSION AND AGREEMENT

This recognition constitutes an agreement between the School District and the Faculty Council to reach mutual understandings regarding matters related to terms and conditions of employment.

In order that the Faculty Council may have an opportunity to react, the School District, acting in good faith, will, insofar as it is administratively feasible, notify the President of the Faculty Council of any proposed change in any policy affecting the terms and conditions of employment; and will also, insofar as it is administratively feasible, notify the President of the Faculty Council of any proposed new policy affecting the terms and conditions of employment.

The School District and the Faculty Council recognize that the Board of Education is the legally constituted body responsible for the determination of policies covering all aspects of the Central School District.

ARTICLE IV ASSOCIATION RIGHTS

- A. Meetings:
 - 1. Meetings may be arranged by mutual agreement between the principal of a building and the Faculty Council Building President when required for discussion of matters of mutual concern.
 - 2. Meetings may be arranged by mutual agreement between the Superintendent of Schools or his designee and the President of the Faculty Council when required for discussion of matters of mutual concern.
 - 3. The Faculty Council president and the building president may call meetings of the Association members which will not interfere with the instructional school day. Arrangements will be made for the time and place of the meeting through the offices of the various building principals.

4. It is agreed that representatives of the Faculty Council, the Board of Education and the Superintendent of Schools will meet in the latter part of October or in the early part of November at a mutually convenient time for discussion of matters related to the agreement in effect at the time.

B. President of the Faculty Council:

The School District recognizes that the official duties of the President of the Faculty Council may require his/her absence from school for attendance at official meetings of national and state organizations of which the Faculty Council is a member.

1. The President of the Faculty Council and the Negotiations Chairman shall be released for up to eight (8) days collectively each year to fulfill the duties of their offices. The allocation of the eight (8) days shall be at the discretion of the Faculty Council.
2. The president will be relieved of all non-teaching duty assignments.
3. The president will meet with the building principals involved to work out the use of the days.
4. The Building Principal may, if possible, arrange for some conveniences in the schedule of the Faculty Council President providing such arrangements do not interfere with the instructional program of the school.

C. Negotiations and Non-Teaching Duty:

1. The first Vice President will be relieved of non-teaching duty assignment when needed for union negotiations and contract administration related to negotiations, so long as the duties can be covered by existing staff.
2. One building representative per building will be relieved from non-teaching duty assignments, so long as the duties can be covered with existing staff.

D. Mailboxes:

The Association shall have the use of teacher school mailboxes and the interoffice mail service for the purpose of distributing association material.

E. Dues Check-off:

It is agreed that the School District will provide for a procedure for the deduction from pay of membership dues in the Oyster Bay-East Norwich Faculty Council and its affiliated organizations. Such procedures will include the use of authorization cards and a roster indicating individual membership in the aforementioned organizations to be received in the business office on or before October 15th of any year. Deductions will be made in equal amounts over a period of ten (10) consecutive pay periods beginning November 15th.

F. Credit Union:

Unit members may authorize automatic payroll deductions of a specific amount to be deposited directly into their Nassau Educators Federal Credit Union account. Credit Union deductions may be changed during the first week of October and the first week of February. Exceptions for emergencies will be decided by the Financial Loss Committee.

G. Information:

The Assistant Superintendent of Schools will inform the Treasurer of the Faculty Council whenever a teacher is placed on unpaid leave and when a teacher's service with the district is terminated.

H. District Policy Book:

The School District will provide the President of the Faculty Council with a copy of the Board's current policy book. The School District shall be required to provide the President of the Faculty Council with all amendments to the policy book within a reasonable time of their issuance.

ARTICLE V CALENDAR PHILOSOPHY

It is agreed that the school calendar adopted by the School District after discussion with the Faculty Council shall be designed to achieve the best possible educational climate for all students.

The concept of the "eight week calendar" as applied to the period of time following the December Recess (Christmas-New Years) shall be utilized whenever possible.

ARTICLE VI CHAPERONING

It is agreed that all chaperoning and supervision extracurricular activities will be advertised to all teachers throughout the district and will be open to all teachers in the district.

Coaches' stipends will be adjusted to reflect the median pay of coaches in other Nassau County School Districts. Extracurricular stipends will be increased by the same percentage as the base salary in each year of the agreement (2001-2002, 2002-2003, 2003-2004, 2004-2005). Additionally, hourly rates will be adjusted for equity.

ARTICLE VII CLASS SIZE

The School District has an awareness of the educational implications of class size. It has reviewed in the past, and will continue to review class size policies from the point of view of the best combination of educational soundness and economical feasibility. The School District believes that the current policy with respect to retaining handicapped children within the district, where possible, is based on sound consideration.

- A. The School District will advise the Faculty Council at the time of the Contract Review Meeting of any contemplated changes in the current philosophy of class size.
- B. Sometime in October of each year, or as early as possible, a summary of class size for the new year will be sent to the Faculty Council.

ARTICLE VIII COMPENSATION FOR FINANCIAL LOSS

- A. While a teacher is on school property, performing his/her duties (either professional or extracurricular), any damages to or loss of personal property not caused by the teacher's negligence or an act of God shall be reimbursed by the School District in the following manner:
 - 1. The District shall establish a reimbursement fund in the amount of \$3,000 per year. There shall be no carryover of any unused funds from year to year.

ARTICLE IX CONFERENCES AND WORKSHOPS

It is agreed that conferences and workshops can be a valuable source of information for the professional staff.

A. In-district conferences and workshops:

Teachers shall be actively involved in the planning and presentation of conferences and workshops.

B. In-Service Teaching:

Teachers shall receive the following stipends for in-service teaching during the following school years: 2001-2002 - \$1,924.00 for one 15-hour course; 2002-2003 - \$2,000.00 for one 15-hour course; 2003-2004 - \$2,085.00 for one 15-hour course; 2004-2005 - the stipend shall be adjusted by the same percentage as the salary increase for one 15-hour course.

ARTICLE X CONTRACT PREPARATION AND DISTRIBUTION

- A.** Sufficient copies shall be prepared for each and every regularly appointed certificated professional person employed, except those represented by another recognized bargaining unit.
- B.** The President of the Faculty Council shall receive additional copies.
- C.** Whenever the Agreement is a multi-year Agreement, twenty-five (25) additional copies will be available to the President of the Faculty Council at the beginning of November in each additional year of the contract.

ARTICLE XI FACULTY MEETINGS

- A.** For regularly scheduled Faculty Meetings called by Principals, teachers may be free to leave one hour after the starting time of the meeting. However, should the need arise, the building principal may extend such meetings to seventy-five (75) minutes. Such extension will not be unreasonably required. Except in the case of an emergency or when administratively not feasible, the Principal will give forty-eight (48) hours notice for other meetings.

- B. Faculty meetings may be called by the Superintendent of Schools or his delegate or the principals.
- C. Tuesdays are reserved for faculty meetings to be called by school administrators. However, emergency meetings may be called at other times. Committee meetings may be called as required.

ARTICLE XII GRIEVANCE PROCEDURES

SECTION I - Definitions

1. **Grievance** shall mean any alleged violation, misrepresentation or inequitable application of the laws, rules, procedures, regulations, administrative orders or policies governing this district which in any way related to or involve the health or safety of any teacher or the physical facilities, materials, or equipment furnished to or provided for such teacher, or which may involve the supervision of any such teacher; and shall further include any alleged violation or misinterpretation of any of the terms and conditions of any agreement negotiated by the said teacher's duly authorized bargaining agent and the School District.
2. **Grievant** shall mean any teacher or group of teachers, as defined herein, who shall make or file under the procedures set forth herein a grievance against any respondent.
3. **Respondent** shall mean the person or group of persons against whom an alleged grievance is made or filed by any teacher or group of teachers.
4. **Teacher** shall mean any member of the bargaining unit as defined in ARTICLE XXI - Recognition.
5. **Representative** shall mean the Oyster Bay-East Norwich Faculty Council or any other person designated by the grievant to act in his behalf or as his counsel. The respondent shall also have the right to designate any organization or person to act in his behalf or as his counsel but not to include attorney for the Board of Education. The designation of any representative shall be in writing.
6. **Hearing Officer** shall mean the individual, whether it be the Superintendent of Schools, his/her designee, or any other person who is charged by the School District with the duty of hearing testimony and rendering a decision with respect to any alleged grievance filed hereunder.

SECTION II - Basic Principles

1. The grievant and the respondent shall have the right to have a Representative at any stage of the proceedings.
2. (a.) To be considered timely, a grievance must be filed no later than 30 calendar days from the incident or occurrence giving rise to the grievance.

(b.) Each grievance shall be promptly considered within the time specified in these procedures. Failure to render a decision within the time limits and exceptions stated herein shall entitle the grievant to proceed to the next stage.
3. All documents, communications and records dealing with the processing of any alleged grievance filed hereunder shall be filed separately from the personnel files of the grievant. However, administrative evaluations and/or letters of complaint with respect to any particular teacher, which may have given rise to the filing of the grievance, shall remain in, or be filed in, as the case may be, the personnel file of that particular teacher, unless the grievance is resolved in favor of the grievant, in which case the subject evaluation and/or letter of complaint will be removed from the file.

SECTION III - Procedures for Review of Grievances

Stage #1 - Informal Stage

The Grievant will request the Respondent to hold an informal conference within three (3) working days of the assertion of the grievance. This informal conference will be held between the Grievant and the Respondent for the purpose of identifying the nature of the complaint and resolving the grievance informally. The Respondent shall then informally communicate his/her decision on the grievance to the Grievant within four (4) working days of the conference.

Stage #2 - Immediate Supervisor

If the Grievant is not satisfied with the decision reached at Stage I, he/she shall reduce it to writing on the district grievance form. The form shall be presented to the Respondent's immediate supervisor within five (5) working days of the date of the informal communication of the decision in Stage #1. Within five (5) working days, the Supervisor shall confer with the Grievant and Respondent and present a copy of his/her decision to the Grievant and the Respondent. If the immediate

supervisor is the Superintendent of Schools, the grievant shall proceed directly from Stage #1 to Stage #3.

Stage #3 - Superintendent of Schools

- a. Upon receipt of the written decision, in Stage II above, the Grievant may, if still not satisfied, present the grievance to the Superintendent of Schools along with the decision and request that further procedures be instituted provided, however, that said written grievance is presented to the Superintendent of Schools no later than ten (10) working days following the date of the receipt of the written decision.
- b. The Superintendent of Schools or his designee, within five (5) working days following the receipt of the formal grievance, shall request the administrator involved in Stage #2 and the grievant to submit all written information pertinent to the grievance. In addition, the Superintendent of Schools or his designee shall set a date and time for a hearing at which time the grievant(s) and his representative and the respondent and his representative may be present. The date for the hearing shall not be more than ten (10) working days from the date of receipt of the grievance in the Superintendent's office.
- c. The Superintendent of schools or his designee shall render a written decision within ten (10) working days after the hearing.

Stage #4 - Board of Education

- a. If the Grievant is not satisfied with the decision at Stage #3, the grievant may file an appeal to the Board of Education in writing with the Superintendent of Schools not later than five (5) working days after receiving the decision at Stage #3.
- b. Upon receipt of the appeal, the Superintendent of Schools shall cause the appeal to be placed on the agenda for the next executive session of the Board of Education, but in no case shall a meeting of the Board of Education thereon take place more than ten (10) working days following the receipt of the Notice of Appeal.

- c. The Board of Education shall fix a date for a formal hearing to be held on the grievance, and in fixing such a date, shall make an effort to meet the convenience of not only its members, but also the Grievant. Said hearing shall be held not later than twenty (20) working days from the filing of the appeal.
- d. The Superintendent of Schools shall present the official record of the grievance to the President of the Board of Education.
- e. The hearing shall be held in executive session before a quorum of the Board of Education.
- f. Within ten (10) working days after the hearing, the Board of Education shall render a final decision in writing, with copies to all parties to the proceeding.

Stage #5 - Arbitration

Stage #5 shall apply only to such grievances which are alleged violations or misinterpretations of terms and conditions of the negotiated agreement. The matter is to be referred to arbitration for an advisory opinion only. Subject to the foregoing, in the event that any party to the proceeding is dissatisfied with the ultimate decision reached by the Board of Education, the dissatisfied party may, within ten (10) working days of the date of the decision, submit a request in writing to the Board of Education that the matter be referred to an arbitrator selected from a list provided by the American Arbitration Association. The arbitrator shall limit his/her advisory recommendations strictly to the application and interpretations of terms and conditions of the negotiated agreement.

The cost for the services of the arbitrator, including expenses, if any, will be borne equally by the Board of Education and the Faculty Council, unless the Faculty Council has advised the grievant in writing (with a copy to the Board of Education) not to proceed with arbitration. Then the expenses will be borne equally by the Board of Education and the grievant. In the event that the respondent requests arbitration, no portion of the cost shall be borne by the Faculty Council or the grievant.

OYSTER BAY-EAST NORWICH CENTRAL SCHOOL DISTRICT
Oyster Bay, New York

GRIEVANCE

This form shall be used for filing a grievance in accordance with Article XII starting with Stage #2.

The grievance shall be submitted on a district grievance form and shall include the name and position of the aggrieved person(s), the date, time and place where the grievance took place, the identity of the person(s) responsible for the grievance and the provision of the law, rule, regulation, policy, order or agreement violated or interpreted, and the relief or redress sought by the grievant. Nothing herein shall be construed to limit the definition of a grievance as contained in Section II (1) of this procedure.

1. Name of aggrieved person(s): _____

2. State the date _____, the time _____, and the place where the grievance took place: _____

4. State the date of the unacceptable Stage #1 decision on your grievance: _____

5. State the nature of the grievance and the provision of the law, rule, regulation, policy, order or agreement violated or misinterpreted. Be specific. Use additional pages if necessary.

[illegible]

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

Signature(s) Grievant(s) _____

Date _____

GRIEVANCE PROCEDURES

Stage #2

Two copies of written Grievance forwarded to immediate supervisory (to be completed by Grievant)

Date

Two copies of written Grievance received by immediate supervisory Stage #2

Date

Administrator delivered written decision to Grievant

Date

Immediate supervisor forwarded copy of Grievance to Respondent

Date

Immediate supervisor forwarded copy of decision (written) to Respondent

Date

Stage #3

Grievance received by Superintendent of Schools

Date

Written information received from:

Immediate supervisor - Stage #2

Date

Grievant

Date

Superintendent set hearing date

Date

Hearing held on

Date

Decision rendered by
Superintendent of Schools

Date

Stage #4

Grievance received by Superintendent of Schools

Date

Executive Session Board of Education

Date

Formal Hearing held on

Date

Stage #5

Received request from grievant the matter be referred to an arbitrator

Date

ARTICLE XIII IN-SERVICE COURSE OFFERINGS

A. SPONSORSHIP AND RECOGNITION

The School District, acting upon the recommendation of the Superintendent of Schools, may sponsor In-service Education Programs for the purpose of making possible the highest quality of teaching and learning in the schools of the district.

The School District, acting upon the recommendation of the Superintendent of Schools, may co-sponsor In-service Education Programs with other school districts or educational agencies that meet the standards of Oyster Bay-East Norwich Central School District.

The School District, acting upon the recommendation of the Superintendent of Schools, may recognize as acceptable in-service courses sponsored by other school districts or educational agencies.

B. CREDIT FOR COURSES

Each teacher who seeks credit for the successful completion of an in-service course sponsored, co-sponsored or recognized by Oyster Bay-East Norwich Central School District must fulfill the following requirements or acceptable equivalents:

1. Assignments and Class Participation
 - a. Complete satisfactorily all written assignments and examinations as required. (All papers submitted to the instructor by participants will be evaluated against criteria especially designed to measure quality of independent thinking, effort applied and understanding of idea or topic discussed.)
 - b. All written assignments must be turned in to the instructor according to deadlines (dates) set by him.
 - c. Interest and participation as evidenced in class activities and discussion. (All work must be of such quality as to be acceptable for graduate level college credit.)

2. Attendance

- a. Registrants are expected to attend all sessions. Permission to be absent must be obtained from the teacher's (enrollee's) building principal.
- b. If a teacher (enrollee) is absent for three or more sessions, the question of credit will be reviewed by the Superintendent of Schools. (Credit may be denied for not meeting the attendance requirements even though the teacher (enrollee) has fulfilled those requirements as set forth in No. 1 above.)

C. AMOUNT OF CREDIT - O.B.E.N. C.S.D. SPONSORED COURSES

1. A two semester hour course shall meet for study and discussion purposes at least one hour per week for a period of not less than thirty (30) consecutive or two (2) hours per week for a period of not less than fifteen (15) consecutive weeks.
2. Additional credits for courses may be granted in terms of requirements stated above.
3. One credit may be granted for courses that are at least equal to one-half of the requirements for a two credit course as stated in Section One of this article.
4. Approval or disapproval of courses will be rendered within five (5) school days when administratively feasible.

D. AMOUNT OF CREDIT - Courses Sponsored by Other Agencies

1. Credits for courses conducted by other educational agencies shall be granted on the basis of the following criteria.
 - a. Requirements as outlined in Section B and Section C, or
 - b. Upon the recommendation of the New York State Education Department or a college or university duly recognized by the New York State Education Department, and

- c. Providing prior approval of the Superintendent of Schools has been requested before taking the course.
- 2. In the case of laboratory work directly related to the teacher's regular teaching assignment and conducted under the auspices of an educational agency or science research foundation recognized by the Board of Education, thirty (30) clock hours shall constitute the equivalent of one semester hour of credit under the conditions set forth below.
 - a. The applicant shall have submitted the prospectus of the research project to the Superintendent for his prior approval.
 - b. The applicant shall submit evidence that he was actively engaged in the actual conduct of an experiment or experiments for at least one-half or more of the total number of clock hours spent at the laboratory and that his performance or quality of work at the laboratory was satisfactory in all respects. (Such evidence shall be obtained from the applicant's immediate supervisor at the laboratory.)
 - c. The applicant shall obtain a statement from a recognized college or university, signed by an authorized official, indicating that the college will grant, or has granted, credit for the specific laboratory experience under consideration and specifying how many credits and under what conditions such credit will be or has been granted.

The applicant shall also submit with his application, having satisfied all conditions set forth in (a), (b) and (c) above, a statement describing how the particular laboratory experiences in which he was engaged will be, or have been, of benefit to him in his regular teaching assignment.

E. USE OF CREDIT FOR SALARY PURPOSES

1. Approved in-service credits may be utilized toward the fulfillment of not more than one-half of the course requirements for advancement to the next higher salary schedule.
2. Full In-service Courses (no partial credit) in excess of those used for a salary schedule increment may be accrued for future application for lateral advancement on the salary schedule.
3. It shall be the responsibility of the teacher to file evidence of all credits and to request advancement to the next higher salary schedule.
4. Teachers will obtain prior written approval from the Superintendent of Schools for all courses to be submitted for advancement on the salary schedule.

F. STAFF DEVELOPMENT

If New York State should provide money to the District for additional staff development, teachers will agree to a maximum of five additional days during non-school time for such staff development, provided that teachers will be paid for such additional time at a rate to be negotiated with the Faculty Council, and provided further that such staff development shall be offered more than once to allow for flexibility with time and dates subject to negotiations.

**ARTICLE XIV
INSURANCE**

A. Dental Insurance

The School District will pay up to Seven Dollars per teacher per month towards the maintenance of the existing Dental Plan. In addition, the District will pay up to Fourteen Dollars per teacher per month towards Family Dental Coverage.

The annual deductible factor shall be \$75.00 for the individual and \$225.00 for the family. It is recognized that the carrier may raise the deductible amount if experience so warrants.

B. Health Insurance

1. Premium Cost

Effective July 1, 1973, the Board will pay 100% of premium cost relating to the New York State health program for the employee and family. (Code 72 individual and family Empire Plus plan establishes the maximum Board responsibility for those members of H.I.P. plan.)

Teachers employed after January 1, 1989 will pay ten (10%) percent of the annual premium cost of the individual plan and twelve and one-half (12.5%) percent of the cost of the family plan.

Effective July 1, 1992, unit members employed prior to or on January 1, 1989 shall contribute toward the cost of health insurance at the following rates: \$200 for individual coverage; \$350 for family coverage.

2. Additional Coverage

Additional Major Medical coverage shall be provided to increase the existing maximum benefits provided by the New York State, G.H.I. and H.I.P. health insurance plans.

Once such maximums have been reached and an amount of \$100 has been paid by the individual, the insurer will pay 80% of the next \$2,500.00 of eligible expenses up to a maximum of \$1,000,000.00 as provided in the policy.

It is understood that the provision for additional coverage, provided herewith shall be subject to the insurer's use of its own choice of language in the policy to be issued hereunder provided that the substance of the coverage agreed to herein shall not be altered.

3. Waiver of Health Insurance

Unit members who decide to waive health insurance on or after July 1, 1991, shall be paid a sum equal to fifty (50%) percent of unpaid health insurance premiums for coverage (individual or family) they had in effect on July 1, 1991. In the event of a major life event, i.e., the death of a spouse, divorce, or loss of a spouse's job, the unit members may re-enroll in the Empire Plan, subject to the Rules and Regulations for re-enrollment of the New York State Government Employees' Health Insurance Plan. If re-enrollment occurs during the period covered by the reimbursement, then the teacher shall repay said payment on a pro-rate basis for the applicable period.

4. Change in Health Insurance Coverage

A change in health insurance carrier or a change to self-insurance may occur provided:

1. The change is negotiated by the District and the Association.
2. The proposed carrier offers the same or substantially the same coverage.

In the event that negotiations reach impasse or ninety (90) days elapses from the onset of negotiations, whichever occurs first, the parties will seek the services of an impartial third party for mediation or factfinding, if necessary. The impartial third party will be selected from available names supplied by the AAA. In the event of factfinding, the factfinding report will be advisory only. The parties will request that the AAA provide a list of factfinders knowledgeable in the field of health insurance.

5. Development of a Cafeteria Plan

The parties shall meet to establish the provisions of a cafeteria plan and/or a salary reduction plan qualified under the Internal Revenue Service Regulations, incorporating the health insurance waiver payment provided for in Paragraph 4 of this section and applicable to out-of-pocket payments for premium contributions, deductibles, coverage limitations for both dental and health insurance premiums or out-of-pocket expenses for child and/or elder care, and life insurance, as permitted by law.

C. Life Insurance

For the duration of this contract, the District will pay sixty-three (63) percent of the premium in an amount of two (2) times the employee's annual salary to the nearest \$1,000.00.

ARTICLE XV JOB DESCRIPTIONS

- A. A job description for each extra-curricular position will be available upon request.
- B. The Faculty Council shall be informed of each change proposed in an extra-curricular job description in sufficient time to request a discussion or further information before proposed description is finalized.
- C. A preliminary job description shall be prepared and presented to the Faculty Council before any person is approached concerning a new extra-curricular position.

- D. A committee which shall include administration and Faculty Council representatives shall be created to review the methodology for awarding points for new extra-curricular programs.

ARTICLE XVI LEAVES

PAID

- A. Absences for Personal Illness (Sick)
- B. Extended Illness
- C. Family
- D. Jury Duty
- E. Personal Business
- F. Statements of Absence
- G. Absences for Religious Holidays
- H. Sabbatical Leaves

UNPAID

- A. Health
- B. Maternity
- C. Child Care Leave
- D. Other Leaves

PAID

- A. Absences for Personal Illness
 - 1. For all absences due to personal illness ten (10) days leave without loss of pay shall be allowed annually.
 - 2. The number of days allowed for personal illness shall accumulate to two hundred (200) days effective July 1, 1975. The District will pay teachers seventy-five dollars (\$75.00) per day for each day of unused accumulated sick leave above two hundred (200) days (maximum of seventeen days).
 - 3. For absences exceeding five (5) consecutive working days, a doctor's certificate must be submitted.

4. For absences due to on-the-job injuries, a maximum of five (5) days leave without loss of pay shall be allowed for each such injury. This leave resulting from on-the-job injuries shall not be deducted from the accumulated sick leave nor shall it be cumulative.
5. Driver Education: Teachers involved in a summer driver education program:
 - a. Will be permitted one (1) sick day with pay per six week course.
 - b. such day shall not be cumulative.

B. Absences for Extended Illnesses

1. An extended illness is defined as an illness of thirty (30) or more consecutive calendar days. In order to be eligible for this benefit, a unit member must have a minimum of forty (40) accumulated sick leave days at the onset of such illness.
2. A professional employee who will exhaust his/her accumulated days for personal illness shall submit a letter to the Superintendent of Schools requesting that he/she be placed on the plan as described below for extended illness according to the employee's years of service in the Oyster Bay-East Norwich Central School District and its predecessor districts, if applicable.
3. A statement from the employee's attending physician should accompany the request. The physician's statement should describe the nature of the illness, the possible duration of the illness and an estimated time when the employee might reasonably be expected to resume his/her duties.
4. An extended illness must be verified in a written statement by the employee's attending physician. In the case of continued illness, the Superintendent of Schools may request the employee to provide additional verification from the attending physician. The Board of Education reserves the right to have the employee examined by a physician of its own choosing. In the event of a difference of opinion between physicians, a third physician, that is mutually acceptable to both parties, shall be consulted and his opinion shall prevail. The cost of the third physician shall be paid for by the Faculty Council.
5. An individual who has been on extended sick leave and has returned to work who suffers a relapse or recurrence of the same illness may request one continuance of the unused portion of the extended leave provisions by submitting a request and a statement from the attending physician with the same information requested initially. Such continuance must be requested within ten (10) working months of

the first day of extended sick leave. Upon approval of the Superintendent, the employee will receive the benefits at the point reached when he/she returned to duty prior to the relapse or recurrence of the illness.

6. If a teacher has not exhausted the ten month disability payments within a two-year period and a new illness occurs, a teacher shall be permitted to again receive payments. However, the payments for both illnesses may not exceed ten months.

Schedule of Payments

Years of Service:

O.B.E.N.C.S.D. and

Predecessor District

	<u>1-3 mo.</u>	<u>4-6 mo.</u>	<u>7-8 mo.</u>	<u>9-10 mo.</u>
Less than 10 years	Full	3/4	1/2	1/4
10-14 years	Full	3/4	1/2	1/2
15-19 years	Full	Full	3/4	1/2
20+ years	Full	Full	3/4	3/4

7. Limitations and Conditions

- a. Monthly payments shall be made in accordance with the above chart. The maximum payment amount to any individual shall not exceed 60% of the unit member's base salary, prorated monthly.
- b. Monthly payments will be made during the period the employee is legally entitled to payments - ten month employees (teachers) will not be entitled to payments during July and August.
- c. Payment under this policy will be less any amount received by the employee from Workers Compensation or any insurance provided for and paid for in full by the Board of Education or pro-rated if partial payment is made by the School District.
- d. In the event that there is a third party action available to the employee who may be injured in an accident, the school district shall be reimbursed for out-of-pocket expenses from proceeds received by the employee as a result of lost work time by reason of such action he may take against any such third party.
- e. The provisions of this policy are limited to a maximum of ten (10) months including any relapse or recurrence of the same illness.

- f. No employee will accrue sick days while receiving the benefits of this policy.
- g. First year employees will not be entitled to the extended leave benefits provided in this section.

8. Reinstatement of Provisions

- a. A person who has exhausted the provisions of this extended illness policy may be eligible for the reinstatement of its provisions after the employee has completed an additional two (2) years of continuous full time service within the district.

C. Absences for Illness, Death in the Immediate Family, and Other Specified Bereavement Leave

- 1. For all absences due to illness or death in the immediate family, or bereavement as set forth in #3 below, a total of five (5) days leave without loss of pay shall be allowed annually.
- 2. The "immediate family" includes wife, husband, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law or other relatives living under the same roof or a person who exercised parental control over the individual as a minor for five (5) years or more, or someone significantly close to the unit member.
- 3. For absences for death of brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparents.
- 4. The number of days allowed for illness or death in the immediate family shall not be cumulative.
- 5. After exhausting family illness, death in the family and other specified bereavement leave days and personal leave, a teacher may use sick leave for bereavement subject to the approval of the Superintendent.

D. Jury Duty

- 1. Any teacher who is summoned for jury will be granted a leave for the time requested and will receive his regular pay for the days required as a juror.

2. Upon receipt of a summons to appear for jury duty, it shall be the responsibility of the individual to present the summons, or a photostatic copy to the principal who in turn shall forward it immediately to the Superintendent of Schools.
3. The individual will receive full payment while serving as a juror. This policy also provides that any monies received by the individual from the County shall be reimbursed to the School District. Reimbursement for travel money, however, may be retained providing a separate voucher or other written statement issued by the County substantiating the amount claimed is furnished to the district. Promptly upon receipt, checks and/or substantiating documents should be forwarded to the Superintendent of Schools.
4. It is the responsibility of the individual to comply with all procedures and to furnish all substantiating evidence requested herein.
5. Notwithstanding the foregoing, a teacher summoned to jury duty shall request a postponement to a time when school is not in session.

E. Personal Business

1. For absences due to urgent personal business, two (2) days leave without loss of pay shall be allowed annually provided written notice is given to the building principal forty-eight (48) hours in advance, except in emergency situations, and approval is granted. Days allowed for this purpose shall accumulate to a maximum of four (4) days. (Form requesting Personal Business Leave is available.)
 - a. Applications for a personal business day which immediately precedes or follows a holiday or recess period shall require a reason being submitted to the Superintendent of Schools for his approval or disapproval.
 - b. Applications for a personal business day on a Friday or a Monday shall require a reason being submitted to the Superintendent of Schools for his approval or disapproval. In the event of disapproval, the Superintendent shall notify the teacher in writing of the reason for denial within twenty-four (24) hours.
 - c. Personal business days accumulated in excess of four (4) days may be transferred to accumulated sick leave. The total number of accumulated days resulting from the combination of unused sick days and unused personal business days shall not exceed two hundred (200) days.

2. In the event a teacher has exhausted all cumulative personal business days, the teacher may request one day of accumulated sick leave be used for personal business provided the following conditions exist:

- a. Teacher was unable to give prior notice as required, and
- b. Teacher is able to prove extenuating circumstances.

F. Statements of Absence

1. Written statement giving the reason for a teacher's absence shall be filed with the building principal by the teacher upon the teacher's return to school.
2. For any absence without prior notification, full pay shall be deducted regardless of whether or not a substitute was engaged.
3. Deductions for unexcused absences.

Salary for unexcused absences or absences beyond the number of days allowed will be deducted from the next payroll following the reporting of such absence on the basis of 1/200 of annual salary.

G. Absences for Religious Holidays

Any absence due to religious holidays shall be deducted from the sick days leave or personal business leave allowance.

H. Sabbatical Leaves

The parties agree that a moratorium on Sabbatical Leaves shall be extended through June 30, 2001.

A Sabbatical Leave shall be defined as a school year, or one-half year (a Fall or Spring semester) which consists of five (5) months for the purpose of pursuing an acceptable use of sabbatical leave as stated in this policy.

I. Eligibility and Selection

- a. A teacher shall have taught seven (7) years consecutively in Oyster Bay-East Norwich Central School District. Application for sabbatical leave may be made during or following the seventh year of teaching.

- b. Seniority shall be considered the number of consecutive years since employment began in any one of the schools now formed as Oyster Bay-East Norwich Central School District.
- c. Seniority with appropriate program shall be the primary factor in selection.
- d. No more than four (4) of the staff shall be on sabbatical per year.
- e. No teacher who has changed tenure area shall be eligible for a sabbatical leave while serving on a probationary appointment.

2. Financial Provision

- a. A teacher shall be allowed to receive either one-half year's sabbatical leave at full pay or one year at half pay, provided he has been in service to the district for seven (7) consecutive years.
- b. If an applicant is denied sabbatical leave in the year of his application by the administrative decision after being approved by the Sabbatical Advisory Committee, the applicant shall receive the following option:

The applicant shall be given first consideration by the Advisory Committee for sabbatical leave the following year.
- c. The Sabbatical Leave Policy mentioned in this policy shall not be retroactive in that it shall only apply to those persons who have not previously taken their sabbatical leave.
- d. A teacher is to return to service in the school district immediately following termination of sabbatical leave for a period of at least one (1) year.
- e. Salary scale, increments and advancement shall not be affected. Sick days shall accrue at the rate of ten (10) days for a full year's leave and five (5) days for a one-half year leave.
- f. Federal, State Income Tax, Social Security, Hospitalization, Insurance Dues and Retirement Funds shall be deducted from checks in accordance with legal provisions governing contributions and benefits.
- g. Teachers on full year, half-year salary must work out retirement and annuity factors with the Retirement Board and advise the District's Business Office of any and all special agreements pertaining thereto.

- h. Other financial awards, such as a grant, scholarship or fellowship will be permitted.

3. Procedure

- a. The completed application form, which is part of this policy, must be submitted with a complete Program to the Advisory Committee by October 15th of a current school year for the following school year.
- b. The Advisory Committee shall forward all applications with its recommendations to the Superintendent of Schools no later than November 30th.
- c. The Program submitted must be a detailed plan of action, study and/or travel (itinerary) that conforms with the acceptable uses of sabbatical leave as stated elsewhere in this policy.
- d. The applicant may present his Program in person before the Advisory Committee.
- e. The Advisory Committee will be available to assist the applicant in preparing an adequate Program before presentation to the Superintendent of Schools and the Board of Education.
- f. The Superintendent will present the applications with his recommendations to the Board of Education at the regular meeting of the Board of Education in January at which time decisions will be made by the Board of Education.
- g. Applicants and the Advisory Committee will be advised, in writing, of the decisions of the Board of Education by February 1st.
- h. An alternate will be chosen from among the applicants and so informed. The alternate's application will be considered with others the following year.
- i. Successful applicants shall inform the Superintendent of Schools and the Advisory Committee, in writing, of their acceptances or declinations of the sabbatical leave no later than February 15th immediately following the Board's decision.

4. Limitations

- a. Applicants may not engage in full employment while on leave.
- b. A teacher who has received a sabbatical leave from the district will not continue to hold any other position on the district staff during the sabbatical leave.

5. Advisory Committee

- a. Since the Sabbatical Program is teacher-initiated and is for classroom teachers, the Advisory Committee will be composed of classroom teachers.
- b. The Advisory Committee will be a sub-committee of the Faculty Council.
- c. There will be one teacher elected by his colleagues to the Advisory Committee from each of the schools in the Oyster Bay-East Norwich Central School District. The additional member will be the President of the Faculty Council. A chairman will be elected from among its members in order to record the proceedings of the Advisory Committee.
- d. Should an applicant be a member of the Advisory Committee at the time of his application, he shall disqualify himself for that period. Another faculty member from that school will be elected temporarily to fill the vacancy.

6. Reporting

A report shall be submitted to the Superintendent once during each semester on December 1st and April 1st. In addition, a final report shall be submitted within thirty (30) days upon completion of the leave. The final report shall become the property of the school district and shall be in a form that can be made available for resource purposes to staff who may be planning for a sabbatical leave in the future or for the improvement of education in the district.

7. Revision

This body of criteria shall be subject to review and revision periodically.

8. Acceptable Uses of Sabbatical Leave

- a. Study at an accredited or approved institution - not less than twelve (12) hours per semester related to present teaching assignments or preparation for an approved change in assignment. Study may be at an institution in the United States or abroad. Less than twelve (12) hours of study may be acceptable for the completion of a doctoral thesis.
- b. Travel - The plan must be directly related to the person's present assignment and may include observation of classes directly related to the applicant's teaching or travel to broaden the applicant's knowledge in his field of specialization including concerts, lectures, theater and/or courses taken at a foreign university. The plan must provide for evaluation of the outcome.
- c. Purposes other than study at an accredited or approved educational institution or approved travel.

A program involving a demonstrated need of the school district such as:

- (1) Research using recognized procedures in a specific field of learning.
- (2) Study and evaluation of new methods of teaching that may be of significant value to the school district.
- (3) Study and evaluation of new materials and equipment that may be of significant value to the school district.
- (4) Or any combination of the above.

9. Dates of Leave

Full Year	-	September 1st until June 30th
Fall Term	-	September 1st to January 31st
Spring Term	-	February 1st to June 30th

10. Application
(See separate pages)

UNPAID

Basic Principle

Pursuant to the principle of minimizing disruptions of the educational program for students, the School District may grant leaves of absence without pay. Such leave shall be granted without pay up to two full semesters plus any time remaining in the semester in which the leave begins.

A. Health

The Board of Education may grant a leave of absence for health reasons. The request for the leave shall state the amount of time required within the designated limits and should be accompanied by a statement from the employee's physician. In the event the employee is not physically able to return on the designated date, a request for an extension may be filed in writing with the Superintendent of Schools. Such request shall state a new date of return and shall be accompanied by a statement from the employee's physician.

The teacher must notify the School District of his/her plan to return or not to return to the School District's employ by May 30 of the year of the leave.

B. Maternity Leave

Teachers are encouraged to notify the District as soon as possible when they anticipate taking leave for disability related to childbearing. However, a pregnant teacher shall not be required to withdraw from service or commence leave as long as she is physically able to effectively perform her duties. Teachers desiring to take leave related to childbearing shall be treated as any other employee with a disability.

C. Child Care Leave

The parties recognize that circumstances may occur by reason of pregnancy or due to other events not related to pregnancy when unpaid leaves of absence may be desirable to a teacher who is a parent without regard to the sex of the teacher.

1. Any teacher desiring such a leave shall make a written application therefor to the Superintendent of Schools at least sixty (60) days prior to the request date of commencement thereof and submit in support thereof a certificate of a physician or other qualified professional an affidavit of the teacher setting forth facts justifying the need for such a leave. The application must set forth the intended period of such leave.

2. Such leave shall not be granted for a period exceeding twelve (12) months in duration and the termination date must coincide with the beginning of a school year or school semester as the case may be.
3. A teacher who is on such unpaid child care leave may terminate such leave prior to the scheduled termination date provided such return coincides with the beginning of a school year or semester, by giving notice as follows:
 - a. Notice of intention to return for beginning of school year must be made in writing on or before the May 30th immediately preceding the commencement of such school year.
 - b. Notice of intention to return for next semester must be made in writing on or before November 30th immediately preceding the commencement of such semester.
4. While on Child Care Leave, teachers may, at their request, be placed on per diem substitute lists for possible employment in the district.
5. No sick leave of any kind to be granted to a teacher of Child Care Leave.

Other Reasons. Study, Child Care

The Board of Education may grant a leave of absence for study, child care or other reason which the Board may deem reasonable within the designated limits. A leave of absence of child care may be granted without regard to the sex of the applicant.

D. Other Leaves Without Pay

The Board of Education may grant a leave of absence without pay on proper application, good cause showing. Such leave of absence shall be granted at the sole discretion of the Board of Education.

The teacher on leave of absence must notify the School District of his/her plan to return or not to return to the School District's employ by May 30th of the year of the leave.

ARTICLE XVII LEGISLATIVE APPROVAL

Any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds thereof, shall not become effective until the appropriate legislative body has given approval.

ARTICLE XVIII NEW PROGRAMS

Nothing herein contained:

- a. Shall prevent a teacher from volunteering to teach a sixth teaching assignment for the benefit of pupils.
- b. Shall prevent the use of modular schedules or other innovations which may require differing numbers of daily teaching periods of varying lengths. Whenever possible, innovations shall be instituted with the consultation and cooperation of the Faculty Council.

ARTICLE XIX NON-TEACHING SUPERVISORY DUTIES

- A. Supervisory Duties. Administrative Assignment. Curriculum Work (i.e., study hall, hall duty, cafeteria duty).

The Middle School principal and the Senior High School Principal shall appoint committees for the purpose of developing recommendation for equitable duty assignments. Recommendations shall be ready for the Contract Review Meeting at the end of November.

- B. Detention Duties (Middle School - Senior High School)

When the assignment of "detention duties" is made, that teacher should not be assigned a homeroom or first period class on a secondary schedule whenever administratively possible and educationally desirable. The assignment of a teacher or teachers to this responsibility shall be solely that of the school principal.

ARTICLE XX NON-TENURE TEACHERS

A. Probationary Teachers

Probationary teachers will ordinarily be notified of employment status for the coming year after the regular meeting of the Board of Education in April. Nothing herein contained shall interfere with the rights of the Board of Education as permitted in law with regard to the termination of employment of teachers.

B. Permanent Substitutes

A teacher who is employed on a temporary basis as a replacement for a regularly employed teacher and is appointed in the following year to a probationary position in the same tenure area shall be granted credit for the period of temporary service toward the fulfillment of the three year probationary appointment. Such credit shall be up to a maximum of two years.

C. Evaluation

With respect to probationary teachers, it is agreed that a teacher shall receive within five (5) school days of its preparation a copy of any written evaluation report. When a classroom observation results in a written report, the teacher shall receive a copy of the report within ten (10) school days of the observations. It is further agreed that the teacher may attach a statement or comment to such reports.

ARTICLE XXI RECOGNITION

By virtue of satisfactory evidence submitted by the Faculty Council to the Board of Education that the Faculty Council does represent the majority of the certificated professional personnel of the Oyster Bay-East Norwich Central School District and an affirmative statement that it does not assert the right of strike against any government, to assist or participate in any such strike or to impose an obligation to conduct, assist or participate in any such strike, the Board by special action on January 16, 1968, recognized the Faculty Council as the exclusive employee organization to represent in collective negotiations under Article 14 of the Civil Service Law of the State of New York, all certificated professional personnel of the Oyster Bay-East Norwich Central School District except the Superintendent of Schools, the Assistant Superintendent of Schools, the assistant(s) to the Superintendent, the Building Principal, the Assistant Principals, the Directors, and Heads of Departments, Supervisors, and Coordinators.

Such recognition shall be effective as of the date stated and shall remain in force and effect until June 30, 1978 and for successive periods of two years thereafter as permitted under the laws of New York State.

ARTICLE XXII REDUCTION OF STAFF

The School District will, in the process of reducing staff, ordinarily give first consideration to the affected teacher(s) for positions open in the district for which the teacher(s) might be certified and other vacant positions for which they may be qualified. The School District will generally consider length of service along with the paramount consideration of quality of service. Nothing herein contained shall interfere with the rights of the Board of Education as permitted in law with regard to the termination of employment of teachers and the Board's right to choose the most qualified persons for retention in the district. Though it is not a binding obligation, the District will notify teachers of possible excessing on or before May 1st.

ARTICLE XXIII REGISTER KEEPING

No teacher shall be required to keep a register.

ARTICLE XXIV SALARIES

1. The salary schedule for the 2001-2002, 2002-2003, 2003-2004 and 2004-2005 school years shall be as contained in Appendices A, B, C, and D, respectively. The salary guide for 2004-2005 shall be created by applying the Consumer Price Index ("CPI") percentage increase as reported by the Bureau of Labor Statistics to the 2003-2004 salary guide: provided that such percentage shall not be less than 2.75% nor more than 4.75%.

For teachers earning master's degrees subsequent to 9/1/94:

1. The placement on the MA column will be made upon completion of the master's degree.
2. All master's degrees except those which exceed 45 credits will be treated equally.
3. For those master's degrees which exceed 45 credits, credits earned beyond 45 can be applied to movement to the next column.

For movement between each column, at least 8 credits must be university approved graduate credits: the remainder may be in-service credits, provided prior approval for such purpose has been granted by the superintendent.

**ARTICLE XXV
SALARY SCHEDULE CONDITIONS**

A. General Conditions

The Salary Guide appended to this contract shall be in effect in accordance with its terms through June 30, 2005.

B. Increments

1. Step advancement shall be automatic up to and including the eleventh (11th) step for all personnel employed on or before July 1, 1967. From the twelfth (12th) step and above it shall be automatic for all teachers who are performing satisfactorily.

C. Column Advancement

1. Graduate study beyond the baccalaureate degree (completed subsequently to the receipt of the baccalaureate degree) may be submitted by teachers for advancement on the salary guide in accordance with the regulation as stated.
2. Teachers will obtain prior written approval from the Superintendent of Schools for all courses to be submitted for advancement on the salary schedule. Courses related to the teacher's present teaching assignment or preparation for an approved change in assignment will normally be approved. In addition, the Superintendent may approve courses outside the teacher's present assignment.
3. Graduate study approved by the Board of Education after review of the recommendation of the Superintendent of Schools shall entitle the teacher to be placed on the appropriate schedule for the number of credits approved. Such transfer shall be effective at the beginning of the semester following the completion of the graduate courses.
4. The responsibility for making the request for consideration in writing and furnishing of official transcripts shall rest with the teacher. No one will be advanced on the salary schedule until the official transcripts have been received in the office of the Superintendent of Schools.

D. Advanced Degrees and Professional Diploma

1. Master's Degree

Any teacher who has been awarded a Master's Degree by an accredited educational institution shall receive the figure stipulated for a Master's Degree in

the agreed upon salary schedule, in addition to the salary stated for the step on the appropriate schedule.

2. MA75

- a. The parties agree that the Board will establish a new column "MA 75" on the teacher's salary schedule. This column will consist of a minimum of 8 graduate credits.
- b. It is the intention of the parties that only those courses related to new learning strategies or content specifically appropriate to a teacher's particular tenure area and/or related to specific goals of the Board of Education shall be approved by the Superintendent for eligibility toward the MA 75. A plan showing how the teacher intends to implement the new skills and/or knowledge in the classroom or to student case load must be presented to the Superintendent at the time of application for course approval.
- c. Only those credits approved in advance by the Superintendent shall be counted toward column movement to MA 75. Accordingly, no credit earned or courses taken prior to the signing of this agreement shall be counted toward movement to the MA 75 column.

3. Professional Diploma

A person who has been awarded a Professional Diploma by an accredited institution of higher education shall receive the figure stipulated for a Professional Diploma in the salary contract. This amount is not cumulative if a doctorate is awarded.

4. Doctorate Degree

Any teacher who has been awarded an Ed.D. or Ph.D. by an accredited educational institution shall receive the figure stipulated for a Doctorate Degree in the salary contract.

- 5. Salary increases for advanced degrees (Master's and Doctorate) shall be effective at the beginning of the semester following the awarding of the degree.

E. Military Service

The Board of Education will recognize for salary purposes future military service that interrupts an individual's teaching career during that teacher's service in the Oyster Bay-

East Norwich Central School District. For personnel presently employed in the District, whose teaching career was interrupted by military service, one year of salary credit shall be granted for such service, providing credit for such service was not granted previously.

F. Websites

A \$500.00 annual stipend shall be provided for unit members who create and maintain their own classroom website. This stipend will be paid at the end of the school year.

**ARTICLE XXVI
SUBSTITUTE TEACHERS**

- A. Teachers, arranging for substitute teachers, will call the telephone number during prescribed hours. The teacher will offer the following information: name, school, telephone number, grade and subject and day or days he will be absent.
- B. Teachers who have received prior approval to be absent, may arrange with their principal for a substitute prior to the date of absence.
- C. Where a teacher's absence is known in advance, and a substitute is not obtained, a teacher who provides coverage shall be paid \$38.00 for the period covered. This shall not apply in cases of emergency absence coverages, nor shall it apply if the teacher providing the coverage has been relieved of his/her duty.

**ARTICLE XXVII
SUMMER STUDY AND SUMMER RECREATION**

Summer Study and Recreation Employment

The School District agrees that a "cut off" date for notification of employment of personnel in the Summer Study and Summer Recreation programs will be June 1st, providing that the budget for the following year is approved in May. In the event the budget is defeated in May, the date for notification of employment will be June 15th.

Personnel will be notified according to the dates stated above whether or not their services will be required. In the event that anyone is notified to the effect that his services will be required, he will be paid. If, for any reason his services are not required in the area of original assignment, the Board will assign the person to other duties for an amount of time equal to the original assignment.

ARTICLE XXVIII SUMMER WORKSHOP

Teachers accepted to participate in summer workshops by the Oyster Bay-East Norwich Central School system shall be compensated at the summer rate for teachers.

ARTICLE XXIX TEACHERS

A. Assignments

Teachers' Schedules

1. Teachers shall be notified in writing before the end of the school year of their regular teaching assignment for the forthcoming school year, including schools to which they will be assigned, the grade level and/or subject they will teach. Teachers shall be notified of a subsequent change in assignments, as soon as possible, in the event that such change is required.
2. In arranging schedules for teachers who are assigned to more than one school, every good faith effort shall be made to limit the amount of inter-school travel. Teachers who are assigned to more than one school shall be paid a mileage allowance of twenty-two cents per mile for each mile of inter-school travel.
3. Access to a master schedule of building assignments shall be given to the building representative in each building.
4. Secondary School

A teacher who is assigned a teaching schedule consisting of all classes of a single level of pupil ability shall be entitled to an explanation of the assignment by the principal upon request by the teacher.
5. Supervisory Duties, Administrative Assignment, Curriculum Work (i.e., study hall, hall duty, cafeteria duty).

The Middle School Principal and the Senior High Principal shall appoint committees for the purpose of developing recommendations for equitable duty assignments. Recommendations shall be ready for the Contract Review Meeting at the end of November.

6. An elementary teacher who is assigned a grade level other than his current assignment shall be entitled to an explanation of the assignment by the principal upon request of the teacher.
7. Unit members who have K-12 certification and are teaching exclusively within one elementary building will be responsible for two hundred and forty (240) instructional minutes per day. Those members who require "set-up" and "clean-up," such as art and science teachers, will be given adequate time to accomplish such (not to exceed 5 minutes).
8. The District shall have the right to reassign unit members for a semester from a duty assignment to professional development activities. Teachers released from duties for Professional Development shall be required to cover no more than six coverages for that semester.

B. Evaluation

Classroom Observations

There will be a minimum number of six observations per year for probationary teachers and up to three per year for teachers already on tenure. A suggested schedule for observations follows:

Suggested Observation Schedule

	Probationary Teachers	Teachers on Tenure
PERIOD I (Sept. to Jan.)	3	1 or 2*
PERIOD II (Feb. to June)	<u>3</u>	<u>1 or 2*</u>
	Total 6	Maximum of 3

*No more than two observations will be done in one semester.

- a. The teacher and/or administrator may request a conference following an observation.
- b. The teacher will receive a written report of an observation within ten (10) working days of the date of the observation. The teacher shall have the right to append his/her remarks to the report and sign the report as an indication of having seen the report. Any such remarks shall become an integral part of the report.

- c. A committee shall be formed that will include the Superintendent and his designees and the Faculty Council to develop a process that reflects State Education Department regulations regarding the APPR.

C. Facilities

At least one room in each building shall be set aside as the faculty room.

D. Files

Upon the presentation of a written request by a teacher he/she shall be permitted, at a reasonable time, to examine his/her official file which shall include all documentation relating to the teacher's service in the Oyster Bay-East Norwich Central School District, except for confidential information leading to original employment, in the presence of the administrator or his designee, who is responsible for maintenance of such file.

The administration shall inform a teacher whenever a derogatory document is placed in the file which has resulted from the teacher's service in the district.

The teacher must affix his/her signature to a log in the file indicating that he/she has seen the file on a particular date. The teacher, if he/she wishes, may answer material contained in the file and such answer shall be attached to the designated document.

Each teacher's file shall be available for inspection only to:

1. The Board of Education and its designees
2. The Superintendent of Schools
3. The Assistant Superintendent for Business
4. The Building Principal
5. The Teacher

A teacher shall, upon request, be given a copy of any item in his personnel file except confidential information leading to original employment at the following costs: Copies produced by photocopying or other methods shall be at the rate of twenty-five (25) cents per page.

A teacher shall have the right to have an Association Representative present when he/she reviews his/her files.

E. Homeroom Responsibilities

Homeroom responsibility in grades 6 - 12 shall be rotated annually for all teachers in all department where administratively possible and educationally desirable.

F. Involvement

1. The School District encourages the involvement of teachers in the process of recruitment.
2. The Board of Education, the Superintendent of Schools and the administrative staff will, insofar as it is administratively feasible, involve the teaching staff and the Faculty Council in the planning for the improvement of the quality of education. This shall include preparation of educational specifications, school organizational procedures and curriculum.
3. New regulations of the individual schools shall, whenever possible, be prepared with teacher consultation and put into effect with teacher participation.
4. Insofar as it is administratively feasible, administrators will try to obtain the impressions and comments from teachers from a grade level or department for which candidates are being considered for employment in the district.
5. The Superintendent of Schools will, in the early part of the school year, send to the Faculty Council a list of teachers who will be in the last year of their probationary appointment and therefore will be eligible for consideration for tenure during that year.
6. The Faculty Council, through a regularly constituted standing committee may, if it wishes, send to the Superintendent of Schools at any time, objective information either in support of granting of tenure or in support of the denial of tenure for any individual teacher.
7. When administrative positions are available in the district, the Faculty Council may submit recommendations as to qualifications. These recommendations shall be advisory only.

G. Load - Senior High School

1. Teachers will be scheduled five (5) daily teaching periods of which no more than three (3) should be consecutive. It is understood that the Building Principal may make a teaching assignment which is not in keeping with this desirable load, but which is then and there educationally and administratively necessary.
2. Secondary school teachers shall be assigned a maximum of five (5) administrative or supervisory periods a week. The principal will rotate these assignments among teachers whenever administratively possible and educationally desirable.

3. Secondary teachers shall utilize a sixth period within the teaching day for purposes of curriculum review and analysis, grade level meetings and/or department meetings, and site based meetings.
4. Nothing herein shall prevent a teacher from volunteering to teach a sixth assignment for the benefit of pupils.
5. Nothing herein contained shall prevent the use of modular schedules or other innovations which may require different numbers of daily teaching periods of varying lengths. Whenever possible, innovations shall be instituted with the consultation and cooperation of the Faculty Council.
6. A teacher may volunteer to teach on a zero (0) to eight (8) or two (2) to ten (10) schedule.
7. Teachers performing administrative duties for departments without chairpersons shall receive a stipend of Seven Hundred Twenty-four (\$724.00) dollars. Effective July 1, 1998, such stipend shall be \$746.00; effective July 1, 1999 such stipend shall be \$768.00; effective July 1, 2000 such stipend shall be \$791.00. No additional duties will be added as a result of this stipend.

H. Sign-in and Sign-out Procedures

Each building will maintain a daily roster sheet listing all teachers in alphabetical order. Teacher shall indicate presence in or out of the building by placing his/her initials in the appropriate box.

I. Transfers

Transfers will be made in accordance with Board of Education Policy No. 3005.2.

J. Visitation

The Board of Education, by the creation of budgetary provisions currently recognizes the importance of teacher visitation for the purpose of observing and understanding teaching materials, techniques and subject content.

K. Work Day

1. Hours of Duty - Teachers

Oyster Bay-East Norwich Central School District believes that its teaching staff is oriented toward the goal of "Excellence for All" and is interested in spending the amount of time required to help pupils attain that goal. In order that there shall be

a basic understanding of working hours on the various levels, the hours are listed below:

Pre-Kindergarten - Kindergarten

8:35 A.M. - 3:35 P.M. daily

*Pre-Kindergarten teachers assigned time schedules require certain flexibility as determined by needs of children and state requirements.

Elementary

8:35 A.M. - 3:35 P.M. daily

Middle School

8:20 A.M. - 3:20 P.M. daily

High School

7:40 A.M. - 2:40 P.M. daily

2. Extra Help for Students and General Information -
 - a. All teachers are expected to perform normal duties including hall duty, bus duty, etc.
 - b. The parties recognize that providing extra help to students is an integral part of teachers' professional responsibilities. All teachers are expected to fulfill their professional responsibilities, including extra help for pupils and retaining pupils for disciplinary reasons.
 - c. Extra help shall be provided, at the teacher's discretion, contiguous to the school day (either before or after school), or within the teacher's contractual day. In extenuating circumstances, teachers shall make every effort to accommodate the needs of their students.
 - d. For purposes of this section, "extenuating circumstances" shall include such things as a pupil's full academic program during the regular school day. It shall not include a pupil's extracurricular or other non-medical after school commitments.
 - e. Extra Help hours shall be posted.

3. School Year

a. Guidance Counselors

Guidance Counselors shall follow the regular school calendar provided that the guidance office is covered by one or more persons based upon requirements of the department during the post-school days in June and the pre-school days in September.

b. Elementary Grades

The last day of school on the elementary school grade levels shall be a half-day for students.

4. Change in Times of School Day

The Superintendent may change the beginning and ending times of the school day (each by ten [10] minutes). once during the contract. This will not change the length of the workday seven [7] hours). In the event that the Fox school or another school reopens, the parties will meet to discuss the beginning and ending times of the school day, provided that the length of the school day will not exceed seven (7) hours.

L Working Conditions

1. Duty Free Lunch Period

- a. There shall be a duty free lunch period in the elementary school.
- b. Each elementary school teacher shall receive per day an uninterrupted lunch period, unless an emergency arises when it is understood that all teachers are considered on call.
- c. Aides shall be employed in the elementary schools by the district to stand lunch time duty, including playground, at lunch time. All teachers will escort their students to their designated lunch room activity and will leave them when the children are settled.
- d. To the extent that it is administratively feasible and educationally sound, elementary teachers shall have two and one-half (2 ½) hours of preparation time each week.

2. Parent Conference

- a. Meetings will be held during the school day for secondary teachers whenever possible.
- b. Teachers, at the Superintendent's request, shall attend a Fall and Spring evening conference for parents. The conference shall not exceed two (2) hours in length. Compensation shall be at the "night special event rate" on the supplementary salary schedule. The current "open house" night shall remain unaffected by the foregoing.
- c. Effective July 1, 1991, teachers, at the Superintendent's request, shall attend only one (1) unpaid evening conference for parents. Effective July 1, 1992, teachers shall not be compensated for attending a Fall and a Spring evening conference for parents. Each conference shall not exceed two (2) hours in length.

The current "Open House" night shall remain unaffected by the foregoing.

3. Teacher Aides

The School District agrees that it will provide the teacher aides for each elementary building for the purpose of reducing the time the faculty members spend on cafeteria and playground supervision.

4. Teachers will be paid bi-weekly.

**ARTICLE XXX
TENURE**

- A. Tenure provision in the School District shall be governed by the State Education Law.
- B. Charges against a teacher on tenure shall be resolved in accordance with procedures and regulations established by the Commissioner of Education and the State Education Department under Section 3020-a of the New York State Education Law.

**ARTICLE XXXI
TEXTBOOKS AND MATERIALS**

- A. The School District agrees that all textbooks and teaching materials shall be selected by the classroom teacher in accordance with Board Policy.

- B. All material, supplies and audio-visual equipment shall be made available to all teachers within twenty-four (24) hours whenever possible.

ARTICLE XXXII VACANCIES

The Superintendent of Schools will make good faith efforts to notify all staff members at least ten (10) days in advance of all actual or expected openings in professional positions or jobs, promotional opportunities, or vacancies in existing or newly created programs, including but not limited to, elementary and secondary schools, summer school and adult education, for which application will be received.

ARTICLE XXXIII PAYMENT FOR UNUSED SICK LEAVE

For those unit members eligible to retire pursuant to the New York State Teachers Retirement System who submit a letter of resignation for purposes of retirement no later than March 1 of the year in which they intend to retire, the District will pay teachers two hundred dollars (\$200.00) per day for each day of unused accumulated sick leave up to a maximum of two hundred (200) days. During the 2001-2002 school year, the notification deadline shall be August 1, 2001 for eligible unit members who intend to retire prior to September 1, 2001. This provision shall sunset June 30, 2005.

DISCUSSION

During the term of this contract, the Superintendent and Faculty Council President and/or other invited members of the staff and/or administration shall meet to discuss and explore methodologies and techniques for the purpose of improving the quality of teaching and education. It is the intent of the parties to approach these discussions cooperatively, to foster the acknowledged excellence in teaching currently in existence and to attempt to avoid invocations of statutory disciplinary and discharge procedures.

PART TIME TEACHERS

- I. FRINGE BENEFITS
 - a. Retirement - as required law
 - b. Social Security
 - c. Dental Insurance
 - e. Catastrophe
 - f. Health Insurance

1. Effective January 1, 1989, health insurance shall be pro-rated according to teachers' working times for currently employed part time employees as follows:

2/5 or lower	-	40% coverage
1/2	-	50% coverage
3/5	-	60% coverage
4/5	-	80% coverage

2. Effective with the next hired part time employee, hired after November 4, 1988, a part time employee who is employed less than 3/5ths shall receive no health insurance benefits. Those employed 3/5ths or greater will be guaranteed a pro-rata amount of coverage as follows:

3/5	-	60% coverage
4/5	-	80% coverage

3. Full time employees who are reduced to part time status will have no reduction in benefits.

2. PERSONAL BUSINESS DAYS

Part Time - 1

3. DEGREE PREPARATION

Salaries for Degree preparation will be established at the beginning of the contract period and remain for the duration of the contract period.

4. LONGEVITY

Longevity increments shall not apply to part time teachers.

5. SICK DAYS

1/5 - 2
2/5 - 4
1/2 - 5
3/5 - 6
4/5 - 8

6. ACCUMULATION

Sick days and Personal Business days shall not be cumulative for part time teachers.

7. ADVANCEMENT ON SALARY SCHEDULE

Part time teachers employed on 1/5 or 2/5 basis will move vertically after having completed three (3) years of teaching from anniversary date.

Part time teachers employed on 3/5, 4/5, or ½ time basis will move vertically after having completed two (2) years of teaching from anniversary date.

8. ASSIGNMENTS AND SALARY

Teaching assignments will be defined as 4/5, 3/5, 2/5, or 1/5.

9. SENIORITY

If a teacher holds tenure and is reduced from full time service to part time service by the District, the teacher retains all tenure and seniority rights as provided by law.

OYSTER BAY-EAST NORWICH
CENTRAL SCHOOL DISTRICT

Dated: 6/25/02

By: [Signature]
Superintendent of Schools

OYSTER BAY-EAST NORWICH
FACULTY COUNCIL

Dated: 6/25/02

By: [Signature]

Approved:

Board of Education Meeting By: [Signature]
President, Board of Education

1 2001-02									
103.75%	BA	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	PHD
	2	5	6	7	9	10	11	12	13
1	39511	42671	46820	50771	54309	56303	58278	60254	62359
2	43747	47113	51529	55734	59521	61623	63727	65830	68071
3	45429	48793	53210	57417	61202	63305	65408	67513	69752
4	47111	50475	54892	59099	62885	64989	67093	69194	71437
5	48794	52159	56576	60783	64569	66670	68773	70878	73119
6	50476	53842	58258	62465	66251	68354	70458	72561	74800
7	52158	55524	59941	64147	67932	70037	72140	74242	76484
8	53842	57206	61623	65830	69616	71719	73822	75925	78166
9	55524	58889	63305	67512	71298	73401	75504	77607	79848
10	57206	60572	64989	69195	72980	75083	77188	79290	81532
11	58978	62348	66772	70983	74775	76881	78988	81094	83339
12	60663	64034	68457	72670	76460	78567	80673	82779	85024
13	62347	65718	70142	74354	78145	80250	82359	84464	86709
14	64512	67908	72363	76607	80428	82550	84672	86794	89055
15	66375	69778	74246	78501	82330	84457	86585	88712	90979
16	68078	71481	75948	80203	84032	86159	88286	90415	92680
17	72082	75598	80213	84609	88564	90762	92959	95157	97498
18	72082	75598	80213	84609	88564	90762	92959	95157	97498
19	72082	75598	80213	84609	88564	90762	92959	95157	97498
20	74211	77752	82399	86825	90807	93021	95233	97445	99803
21	74211	77752	82399	86825	90807	93021	95233	97445	99803
22	74211	77752	82399	86825	90807	93021	95233	97445	99803
23	74211	77752	82399	86825	90807	93021	95233	97445	99803
24	74211	77752	82399	86825	90807	93021	95233	97445	99803
25	76070	79643	84283	88721	92714	94934	97153	99372	101738
26	76070	79643	84283	88721	92714	94934	97153	99372	101738
27	76070	79643	84283	88721	92714	94934	97153	99372	101738
28	76070	79643	84283	88721	92714	94934	97153	99372	101738
29	76070	79643	84283	88721	92714	94934	97153	99372	101738
30	77862	81425	86094	90541	94538	96762	98986	101209	103579

2002-03									
	BA	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	PHD
104.00%	2	5	6	7	9	10	11	12	13
1	41092	44378	48693	52802	56481	58555	60610	62684	64853
2	45497	48997	53590	57984	61901	64088	66276	68483	70794
3	47246	50745	55339	59714	63651	65837	68024	70213	72543
4	48996	52494	57088	61463	65401	67588	69777	71962	74294
5	50746	54246	58839	63214	67152	69337	71524	73713	76044
6	52495	55996	60589	64963	68901	71088	73274	75463	77792
7	54244	57745	62339	66712	70650	72838	75026	77212	79544
8	55996	59494	64088	68463	72401	74587	76775	78962	81293
9	57745	61244	65837	70213	74150	76337	78524	80711	83042
10	59494	62995	67588	71963	75899	78087	80275	82462	84793
11	61337	64842	69442	73823	77766	79957	82147	84338	86672
12	63090	66595	71195	75576	79518	81709	83900	86091	88425
13	64841	68347	72947	77328	81271	83460	85653	87843	90177
14	67093	70623	75258	79671	83645	85852	88059	90266	92617
15	69030	72569	77216	81641	85623	87836	90048	92260	94619
16	70799	74340	78986	83412	87393	89605	91818	94031	96387
17	74965	78622	83422	87993	92106	94393	96678	98964	101398
18	74965	78622	83422	87993	92106	94393	96678	98964	101398
19	74965	78622	83422	87993	92106	94393	96678	98964	101398
20	77180	80862	85695	90298	94439	96741	99042	101343	103795
21	77180	80862	85695	90298	94439	96741	99042	101343	103795
22	77180	80862	85695	90298	94439	96741	99042	101343	103795
23	77180	80862	85695	90298	94439	96741	99042	101343	103795
24	77180	80862	85695	90298	94439	96741	99042	101343	103795
25	79113	82828	87654	92270	96422	98731	101039	103347	105806
26	79113	82828	87654	92270	96422	98731	101039	103347	105806
27	79113	82828	87654	92270	96422	98731	101039	103347	105806
28	79113	82828	87654	92270	96422	98731	101039	103347	105806
29	79113	82828	87654	92270	96422	98731	101039	103347	105806
30	80977	84682	89538	94163	98319	100633	102945	105257	107722

2003-04

104.25%	BA 2	BA+30 5	MA 6	MA+15 7	MA+30 9	MA+45 10	MA+60 11	MA+75 12	PHD 13
1	42838	46264	50763	55048	58882	61044	63185	65327	67610
2	47430	51080	55867	60427	64532	68812	69092	71373	73803
3	49254	52902	57691	62251	66356	68635	70918	73197	75628
4	51078	54725	59514	64075	68180	70481	72742	75020	77452
5	52903	56551	61340	65901	70006	72284	74564	76846	79276
6	54726	58376	63164	67724	71829	74109	76388	78670	81099
7	56550	60199	64988	69548	73652	75934	78214	80493	82924
8	58376	62023	66812	71372	75478	77757	80038	82318	84748
9	60199	63847	68635	73197	77301	79582	81861	84141	86571
10	62023	65672	70461	75022	79125	81405	83687	85966	88397
11	63944	67598	72394	76980	81071	83355	85639	87922	90356
12	65771	69426	74221	78788	82898	85182	87466	89749	92183
13	67597	71252	76048	80614	84725	87007	89294	91578	94010
14	69944	73624	78458	83057	87200	89501	91801	94102	96553
15	71963	75654	80498	85110	89262	91569	93875	96181	98640
16	73808	77500	82343	86957	91107	93414	95720	98028	100484
17	78151	81983	86967	91733	96021	98404	100786	103170	105708
18	78151	81963	86967	91733	98021	98404	100786	103170	105708
19	78151	81963	86967	91733	98021	98404	100786	103170	105708
20	80460	84298	89337	94135	98453	100853	103252	105650	108207
21	80460	84298	89337	94135	98453	100853	103252	105650	108207
22	80460	84298	89337	94135	98453	100853	103252	105650	108207
23	80460	84298	89337	94135	98453	100853	103252	105650	108207
24	80460	84298	89337	94135	98453	100853	103252	105650	108207
25	82476	86349	91380	96191	100520	102927	105333	107739	110302
26	82476	86349	91380	96191	100520	102927	105333	107739	110302
27	82476	86349	91380	96191	100520	102927	105333	107739	110302
28	82476	86349	91380	96191	100520	102927	105333	107739	110302
29	82476	86349	91380	96191	100520	102927	105333	107739	110302
30	84418	88281	93344	98165	102498	104910	107320	109731	112300

SPORT	2001-2002	SCHED. I (1-3 YRS)	SCHED. II (4-6 YRS.)	SCHED II (7YRS.+)
BADMINTON	HEAD COACH	2709	3087	3379
BASEBALL	HEAD COACH	4297	4900	5361
BASEBALL	ASST. JV	3159	3601	3942
BASEBALL	ASST.	2843	3242	3549
BASEBALL	ASST."B" LEVEL	2843	3242	3549
BASKETBALL	HEAD COACH	5491	6261	6852
BASKETBALL	ASST.JV	4259	4856	5314
BASKETBALL	"A"LEVEL	3698	4217	4614
BASKETBALL	"B" LEVEL	3026	3450	3774
BOWLING	(COED) HEAD COACH	3951	4506	4927
CHEERLADING	(FALL) HEAD COACH	2129	2428	2656
CHEERLADING	(WINTER) HEAD COACH	2129	2428	2656
CROSS COUNTRY	HEAD COACH	5408	5751	6293
CROSS COUNTRY	B LEVEL	5043	5363	5868
FENCING	HEAD COACH	2942	3351	3666
FENCING	ASST.	1858	2103	2305
FIELD HOCKEY	HEAD COACH	4134	4675	5158
FIELD HOCKEY	ASST. JV	2945	3358	3673
FIELD HOCKEY	"B" TEAM	2945	3358	3673
FOOTBALL	HEAD COACH	6194	7028	7690
FOOTBALL	1ST ASST.	4427	5047	5524
FOOTBALL	ASST.	3867	4407	4823
FOOTBALL	ASST. JV	3867	4407	4823
FOOTBALL	ASST."B" LEVEL	3867	4407	4823
GOLF	(COED) HEAD COACH	2658	3029	3316
SOCCER	HEAD COACH	4134	4675	5158
SOCCER	ASST. JV	2945	3358	3673
SOCCER	ASST."B" LEVEL	2634	3004	3285
SOFTBALL	HEAD COACH	3159	3601	3942
SOFTBALL	ASST. JV	2843	3242	3549
SOFTBALL	ASST."B" LEVEL	2843	3242	3549
TENNIS	HEAD COACH	3051	3478	3807
TRACK& FIELD	HEAD COACH	4277	4878	5336
TRACK& FIELD	ASST.	2593	2956	3235
TRACK& FIELD	ASST."B" LEVEL	3047	3474	3799
TRACK& FIELD	ASST."B" LEVEL	2462	2808	3072
VOLLEYBALL	HEAD COACH	3992	4553	4981
VOLLEYBALL	ASST. & JV	2965	3380	3698
VOLLEYBALL	ASST."B" LEVEL	2298	2620	2867
WRESTLING		5493	6260	6852
WRESTLING		4259	4854	5314
MIDDLE SCHOOL IMTRAM (FALL)		1068		
MIDDLE SCHOOL IMTRAMURALS		1068		
MIDDLE SCHOOL IMTRAM (WINTER I)		1068		
MIDDLE SCHOOL IMTRAM (WINTER II)		1068		
MIDDLE SCHOOL IMTRAM (SPRING)		1068		
MIDDLE SCHOOL IMTRAM (SPRING)		1068		

ELEMENTARY INTRAMURALS
ELEMENTARY INTRAMURALS

1906

1906

SCOREKEEPER

42.45 PER HR

TIMEKEEPER

42.45

BUS & ATHL. SUPERVISIO (VAR. FOOTBALL & BASKETI

42.45

BUS & ATHL. SUPERVISIO (GAMES FOOTBALL & BASK

42.45

BUS & ATHL. SUPERVISION

42.45

CONCERTS & PLAYS

42.45

HOME TUTORING

55.04

ADULT EDUCATION - CERTIFIED TEACHERS

38.46

ADULT EDUCATION - INSTRUCTORS

31.13

RECREATION & MUSIC - CERTIFIED TEACHERS

43.08

RECREATION & MUSIC - INSTRUCTORS

31.24

SUMMER STUDY

55.04

SCHOOL DANCES & NIGHT SPECIAL EVENTS

42.45

DRIVER EDUCATION INSTRUCTOR

43.08

OVERNIGHT TRIPS

157.26

SPORT	2002-2003	SCHED. I (1-3 YRS)	SCHED. II (4-6 YRS.)	SCHED II (7YRS.+)
BADMINTON	HEAD COACH	2817	3210	3514
BASEBALL	HEAD COACH	4469	5096	5575
BASEBALL	ASST. JV	3285	3745	4100
BASEBALL	ASST.	2957	3372	3691
BASEBALL	ASST."B" LEVEL	2957	3372	3691
BASKETBALL	HEAD COACH	5711	6511	7126
BASKETBALL	ASST.JV	4429	5050	5527
BASKETBALL	"A"LEVEL	3846	4386	4799
BASKETBALL	"B" LEVEL	3147	3588	3925
BOWLING	(COED) HEAD COACH	4109	4686	5124
CHEERLADING	(FALL) HEAD COACH	2214	2525	2762
CHEERLADING	(WINTER) HEAD COACH	2214	2525	2762
CROSS COUNTRY	HEAD COACH	5624	5981	6544
CROSS COUNTRY	B LEVEL	5245	5578	6103
FENCING	HEAD COACH	3060	3485	3813
FENCING	ASST.	1932	2187	2397
FIELD HOCKEY	HEAD COACH	4299	4862	5364
FIELD HOCKEY	ASST. JV	3063	3492	3820
FIELD HOCKEY	"B" TEAM	3063	3492	3820
FOOTBALL	HEAD COACH	6442	7309	7998
FOOTBALL	1ST ASST.	4604	5249	5745
FOOTBALL	ASST.	4022	4583	5016
FOOTBALL	ASST. JV	4022	4583	5016
FOOTBALL	ASST."B" LEVEL	4022	4583	5016
GOLF	(COED) HEAD COACH	2764	3150	3449
SOCCER	HEAD COACH	4299	4862	5364
SOCCER	ASST. JV	3063	3492	3820
SOCCER	ASST."B" LEVEL	2739	3124	3416
SOFTBALL	HEAD COACH	3285	3745	4100
SOFTBALL	ASST. JV	2957	3372	3691
SOFTBALL	ASST."B" LEVEL	2957	3372	3691
TENNIS	HEAD COACH	3173	3617	3959
TRACK& FIELD	HEAD COACH	4448	5073	5549
TRACK& FIELD	ASST.	2697	3074	3364
TRACK& FIELD	ASST."B" LEVEL	3169	3613	3951
TRACK& FIELD	ASST."B" LEVEL	2560	2920	3195
VOLLEYBALL	HEAD COACH	4152	4735	5180
VOLLEYBALL	ASST. & JV	3084	3515	3846
VOLLEYBALL	ASST."B" LEVEL	2390	2725	2982
WRESTLING		5713	6510	7126
WRESTLING		4429	5048	5527
MIDDLE SCHOOL IMTRAM (FALL)		1111		
MIDDLE SCHOOL IMTRAMURALS		1111		
MIDDLE SCHOOL IMTRAM (WINTER I)		1111		
MIDDLE SCHOOL IMTRAM (WINTER II)		1111		

MIDDLE SCHOOL IMTRAM (SPRING)	1111
MIDDLE SCHOOL IMTRAM (SPRING)	1111
ELEMENTARY INTRAMURALS	1982
ELEMENTARY INTRAMURALS	1982
	0
SCOREKEEPER	44.15
TIMEKEEPER	44.15
BUS & ATHL. SUPERVISIO (VAR. FOOTBALL & BASKETI	44.15
BUS & ATHL. SUPERVISIO (GAMES FOOTBALL & BASK	44.15
BUS & ATHL. SUPERVISION	44.15
CONCERTS & PLAYS	44.15
HOME TUTORING	57.24
ADULT EDUCATION - CERTIFIED TEACHERS	40.00
ADULT EDUCATION - INSTRUCTORS	32.38
RECREATION & MUSIC - CERTIFIED TEACHERS	44.80
RECREATION & MUSIC - INSTRUCTORS	32.49
SUMMER STUDY	57.24
SCHOOL DANCES & NIGHT SPECIAL EVENTS	44.15
DRIVER EDUCATION INSTRUCTOR	44.80
OVERNIGHT TRIPS	163.55

SPORT	2003-2004	SCHED. I (1-3 YRS)	SCHED. II (4-6 YRS.)	SCHED II (7YRS.+)
BADMINTON	HEAD COACH	2937	3347	3664
BASEBALL	HEAD COACH	4659	5313	5812
BASEBALL	ASST. JV	3425	3904	4274
BASEBALL	ASST.	3082	3515	3848
BASEBALL	ASST."B" LEVEL	3082	3515	3848
BASKETBALL	HEAD COACH	5953	6788	7429
BASKETBALL	ASST. JV	4618	5265	5761
BASKETBALL	"A" LEVEL	4009	4572	5002
BASKETBALL	"B" LEVEL	3281	3740	4092
BOWLING	(COED) HEAD COACH	4284	4885	5342
CHEERLADING	(FALL) HEAD COACH	2308	2632	2880
CHEERLADING	(WINTER) HEAD COACH	2308	2632	2880
CROSS COUNTRY	HEAD COACH	5863	6235	6822
CROSS COUNTRY	B LEVEL	5468	5815	6362
FENCING	HEAD COACH	3190	3633	3975
FENCING	ASST.	2014	2280	2499
FIELD HOCKEY	HEAD COACH	4482	5069	5592
FIELD HOCKEY	ASST. JV	3193	3641	3982
FIELD HOCKEY	"B" TEAM	3193	3641	3982
FOOTBALL	HEAD COACH	6716	7620	8337
FOOTBALL	1ST ASST.	4800	5472	5989
FOOTBALL	ASST.	4193	4778	5229
FOOTBALL	ASST. JV	4193	4778	5229
FOOTBALL	ASST."B" LEVEL	4193	4778	5229
GOLF	(COED) HEAD COACH	2882	3284	3595
SOCCER	HEAD COACH	4482	5069	5592
SOCCER	ASST. JV	3193	3641	3982
SOCCER	ASST."B" LEVEL	2856	3257	3562
SOFTBALL	HEAD COACH	3425	3904	4274
SOFTBALL	ASST. JV	3082	3515	3848
SOFTBALL	ASST."B" LEVEL	3082	3515	3848
TENNIS	HEAD COACH	3308	3771	4128
TRACK& FIELD	HEAD COACH	4637	5289	5785
TRACK& FIELD	ASST.	2811	3205	3507
TRACK& FIELD	ASST."B" LEVEL	3304	3767	4119
TRACK& FIELD	ASST."B" LEVEL	2669	3044	3331
VOLLEYBALL	HEAD COACH	4328	4936	5400
VOLLEYBALL	ASST. & JV	3215	3665	4009
VOLLEYBALL	ASST."B" LEVEL	2491	2841	3108
WRESTLING		5956	6787	7429
WRESTLING		4618	5263	5761
MIDDLE SCHOOL IMTRAM (FALL)		1158		
MIDDLE SCHOOL INTRAMURALS		1158		
MIDDLE SCHOOL IMTRAM (WINTER I)		1158		
MIDDLE SCHOOL IMTRAM (WINTER II)		1158		
MIDDLE SCHOOL IMTRAM (SPRING)		1158		

MIDDLE SCHOOL IMTRAM (SPRING)	1158
ELEMENTARY INTRAMURALS	2066
ELEMENTARY INTRAMURALS	2066
SCOREKEEPER	46.02
TIMEKEEPER	46.02
BUS & ATHL. SUPERVISIO (VAR. FOOTBALL & BASKETI	46.02
BUS & ATHL. SUPERVISIO (GAMES FOOTBALL & BASK	46.02
BUS & ATHL. SUPERVISION	46.02
CONCERTS & PLAYS	46.02
HOME TUTORING	59.67
ADULT EDUCATION - CERTIFIED TEACHERS	41.70
ADULT EDUCATION - INSTRUCTORS	33.75
RECREATION & MUSIC - CERTIFIED TEACHERS	46.71
RECREATION & MUSIC - INSTRUCTORS	33.87
SUMMER STUDY	59.67
SCHOOL DANCES & NIGHT SPECIAL EVENTS	46.02
DRIVER EDUCATION INSTRUCTOR	46.71
OVERNIGHT TRIPS	170.50

ASSIGNMENT	56.3103125	2001-02	1.018885306	1.1142331
SR.CLASS ADVISOR #1	40	2,252	2,295	2,510
SR.CLASS ADVISOR #2	37	1,944	1,981	2,166
JR.CLASS ADVISOR #1	30	1,689	1,721	1,882
JR.CLASS ADVISOR #2	27	1,520	1,549	1,694
SOPH.CLASS ADVISOR #1	13	732	746	816
SOPH.CLASS ADVISOR #2	12	676	688	753
FRESH..CLASS ADVISOR	13	732	746	816
UNITED NATIONS CLUB	17	943	961	1,051
NATIONAL HONOR SOCIE	17	957	975	1,067
INTERNATIONAL CLUB	20	1,126	1,147	1,255
MATHLETES ADVISOR H.S	9	507	516	565
MATHLETES ADVISOR M.S	9	507	516	565
MATH FAIR CLUB	13	2,252	2,295	2,510
SCIENCE RESEARCH-HS		1,814	1,848	2,021
SCIENCE RESEARCH-MS		1,700	1,733	1,895
CLUB SPONSORS	9	507	516	565
STUDENT COUNCIL #1	50	2,816	2,869	3,137
STUDENT COUNCIL #2	50	2,816	2,869	3,137
STUDENT COUNCIL ,M.S. ;	40	2,252	2,295	2,510
STUDENT COUNCIL ,M.S. ;	20	1,126	1,147	1,255
COMPTROLLER	62	3,491	3,557	3,890
DISTRICT TREASURER	67	3,773	3,844	4,204
STUDENT STORE ADVISO	37	2,083	2,123	2,321
NEWSPAPER ADVISOR	60	3,379	3,442	3,765
SR. YEARBOOK ADVISOR	72	4,054	4,131	4,517
MUSICAL PLAY DIRECTOF	73	4,111	4,188	4,580
STAGE DIRECTOR	42	2,365	2,410	2,635
MUSICAL PLAY ASSIST. 1	25	1,408	1,434	1,569
MUSICAL PLAY ASSIST. 2	45	2,534	2,582	2,823
CHORUS MASTER,H.S.	42	2,365	2,410	2,635
CHORUS MASTER, M.S.	25	1,408	1,434	1,569
HS. BAND DIRECTOR	42	2,365	2,410	2,635
MS. BAND DIRECTOR	25	1,408	1,434	1,569
ASST. MARCHING BAND D	15	845	861	941
ELEM. CHORUS	15	845	861	941
FOURTH GRADE CHORUS	15	845	861	941
MS. CHORUS	15	845	861	941
FOURTH GRADE BAND	15	845	861	941
ELEM. BAND	15	845	861	941
SHOW STOPPERS	10	563	574	627
YEARBOOK,M.S.	40	2,252	2,295	2,510
NEWSPAPER,M.S.	28	1,577	1,606	1,757
H.S. FUND MANAGER	10	563	574	627
LITERARY MAGAZINE	33	1,858	1,893	2,071
ODYSSEY OF THE MIND	18	1,014	1,033	1,129
DECATHALON	18	1,014	1,033	1,129
MOCK TRIAL		1,831	2,016	2,204

ASSIGNMENT

58.562725 2002-03

1.018885306 1.1142331

SR.CLASS ADVISOR #1	40	2,343	2,387	2,610
SR.CLASS ADVISOR #2	37	2,022	2,060	2,253
JR.CLASS ADVISOR #1	30	1,757	1,790	1,958
JR.CLASS ADVISOR #2	27	1,581	1,611	1,762
SOPH.CLASS ADVISOR #1	13	761	776	848
SOPH.CLASS ADVISOR #2	12	703	716	783
FRESH..CLASS ADVISOR	13	761	776	848
UNITED NATIONS CLUB	17	981	999	1,093
NATIONAL HONOR SOCIE	17	996	1,014	1,109
INTERNATIONAL CLUB	20	1,171	1,193	1,305
MATHLETES ADVISOR H.S	9	527	537	587
MATHLETES ADVISOR M.S	9	527	537	587
MATH FAIR CLUB	13	2,343	2,387	2,610
SCIENCE RESEARCH-HS		1,886	1,922	2,102
SCIENCE RESEARCH-MS		1,768	1,802	1,971
CLUB SPONSORS	9	527	537	587
STUDENT COUNCIL #1	50	2,928	2,983	3,263
STUDENT COUNCIL #2	50	2,928	2,983	3,263
STUDENT COUNCIL ,M.S. ;	40	2,343	2,387	2,610
STUDENT COUNCIL ,M.S. ;	20	1,171	1,193	1,305
COMPTROLLER	62	3,631	3,699	4,046
DISTRICT TREASURER	67	3,924	3,998	4,372
STUDENT STORE ADVISO	37	2,167	2,208	2,414
NEWSPAPER ADVISOR	60	3,514	3,580	3,915
SR. YEARBOOK ADVISOR	72	4,217	4,296	4,698
MUSICAL PLAY DIRECTOF	73	4,275	4,356	4,763
STAGE DIRECTOR	42	2,460	2,506	2,741
MUSICAL PLAY ASSIST. 1	25	1,464	1,492	1,631
MUSICAL PLAY ASSIST. 2	45	2,635	2,685	2,936
CHORUS MASTER,H.S.	42	2,460	2,506	2,741
CHORUS MASTER, M.S.	25	1,464	1,492	1,631
HS. BAND DIRECTOR	42	2,460	2,506	2,741
MS. BAND DIRECTOR	25	1,464	1,492	1,631
ASST. MARCHING BAND D	15	878	895	979
ELEM. CHORUS	15	878	895	979
FOURTH GRADE CHORUS	15	878	895	979
MS. CHORUS	15	878	895	979
FOURTH GRADE BAND	15	878	895	979
ELEM. BAND	15	878	895	979
SHOW STOPPERS	10	586	597	653
YEARBOOK,M.S.	40	2,343	2,387	2,610
NEWSPAPER,M.S.	28	1,640	1,671	1,827
H.S. FUND MANAGER	10	586	597	653
LITERARY MAGAZINE	33	1,933	1,969	2,153
ODYSSEY OF THE MIND	18	1,054	1,074	1,175
DECATHALON	18	1,054	1,074	1,175
MOCK TRIAL		1,904	2,096	2,292

ASSIGNMENT

61.05164081 2003-04

			1.018885308	1.1142331
SR.CLASS ADVISOR #1	40	2,442	2,488	2,721
SR.CLASS ADVISOR #2	37	2,108	2,147	2,348
JR.CLASS ADVISOR #1	30	1,832	1,866	2,041
JR.CLASS ADVISOR #2	27	1,648	1,680	1,837
SOPH.CLASS ADVISOR #1	13	794	809	884
SOPH.CLASS ADVISOR #2	12	733	746	816
FRESH..CLASS ADVISOR	13	794	809	884
UNITED NATIONS CLUB	17	1,023	1,042	1,139
NATIONAL HONOR SOCIE	17	1,038	1,057	1,156
INTERNATIONAL CLUB	20	1,221	1,244	1,361
MATHLETES ADVISOR H.S	9	549	560	612
MATHLETES ADVISOR M.S	9	549	560	612
MATH FAIR CLUB	13	2,442	2,488	2,721
SCIENCE RESEARCH-HS		1,966	2,003	2,191
SCIENCE RESEARCH-MS		1,844	1,878	2,054
CLUB SPONSORS	9	549	560	612
STUDENT COUNCIL #1	50	3,053	3,110	3,401
STUDENT COUNCIL #2	50	3,053	3,110	3,401
STUDENT COUNCIL ,M.S. ;	40	2,442	2,488	2,721
STUDENT COUNCIL ,M.S. ;	20	1,221	1,244	1,361
COMPTROLLER	62	3,785	3,857	4,218
DISTRICT TREASURER	67	4,090	4,168	4,558
STUDENT STORE ADVISO	37	2,259	2,302	2,517
NEWSPAPER ADVISOR	60	3,663	3,732	4,082
SR. YEARBOOK ADVISOR	72	4,396	4,479	4,898
MUSICAL PLAY DIRECTOF	73	4,457	4,541	4,966
STAGE DIRECTOR	42	2,564	2,613	2,857
MUSICAL PLAY ASSIST. 1	25	1,526	1,555	1,701
MUSICAL PLAY ASSIST. 2	45	2,747	2,799	3,061
CHORUS MASTER.H.S.	42	2,564	2,613	2,857
CHORUS MASTER, M.S.	25	1,526	1,555	1,701
HS. BAND DIRECTOR	42	2,564	2,613	2,857
MS. BAND DIRECTOR	25	1,526	1,555	1,701
ASST. MARCHING BAND D	15	916	933	1,020
ELEM. CHORUS	15	916	933	1,020
FOURTH GRADE CHORUS	15	916	933	1,020
MS. CHORUS	15	916	933	1,020
FOURTH GRADE BAND	15	916	933	1,020
ELEM. BAND	15	916	933	1,020
SHOW STOPPERS	10	611	622	680
YEARBOOK,M.S.	40	2,442	2,488	2,721
NEWSPAPER,M.S.	28	1,709	1,742	1,905
H.S. FUND MANAGER	10	611	622	680
LITERARY MAGAZINE	33	2,015	2,053	2,245
ODYSSEY OF THE MIND	18	1,099	1,120	1,224
DECATHALON	18	1,099	1,120	1,224
MOCK TRIAL		1,985	2,186	2,389